



Restrict campus/department

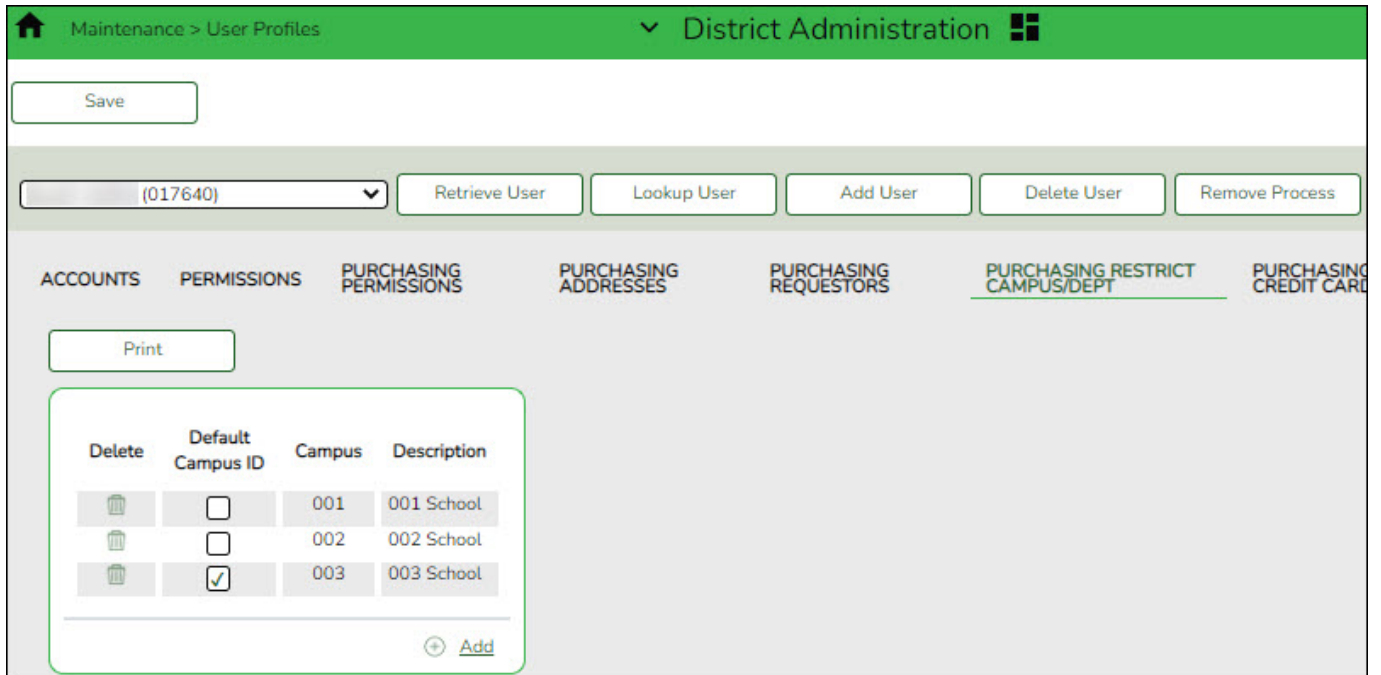
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This tab is used to restrict users to specific first approver campuses for purchasing requisitions. This feature can only be used if **Restrict Campus/Dept** is selected on the [District Administration > Options > Purchasing Options](#) page.



- Click **+Add** to add a campus. The Campus Directory is displayed.
- Select the applicable campus(es).

| | |
|--------------------------|---|
| Default Campus ID | Select to indicate the primary campus of the selected user. |
| Campus | The three-digit campus number ID is displayed. |
| Description | The campus name associated with the campus ID is displayed. |

- Click **Save**.